

CLASSIFICATION:

Secret

DATE:

May 6 1955

TO:

C/Mgt.

FROM:

C/O+M Staff

SUMMARY:

RMS Dir.

BROUGHT FORWARD TO

- O+M 2 - 1956

CLASSIFICATION:

Secret

DATE:

TO:

FROM:

FILED: Q4M2-1
Ogd to

STAT

RECORDS MANAGEMENT DIVIS

Rcd.	No.	Subject
3/30	✓ 1666	Type of Medical Leave on T & A (Wtd of One Award for PO Handling)
4/6	✓ 1688	Not require Forms Control approval
4/7	✓ 1695	Reply sent IAC 4/13/55 Mark non-Carbon Copy (Carbon Reply sent IAC 4/12/55)
4/14	✓ 1610	Prepared for filing all package of manifest sheets (Ret'd Am. Award, Sugg. identical to them one Nos. 9804 1480 were evaluated by our staff)

4/27 ✓ 1722. Note multiple copies
on time (Reply sent IAC 4/3/55)

Recd	No	Subject	Disposition	Chgd to	STAT
2/17	✓ 1513	Revised Travel Order Form			
2/18	✓ 1535	Form 33-9	Forwarded to		
2/18	✓ 1543	SF-52	(Forwarded to		
2/18	✓ 1536	CIA Manual	(Forwarded		
2/13	✓ 1561	Double Cover Sheets			
3/3	✓ 1580	(Ref sent FAC 4/18/55 work for Receptionists sent to			

STAT

Rcd.	No.	Subject & Description	Chgd to
2/1/55	✓ 1477	Immunization Register form (Reply sent IAC 4/18/55)	
2/1/55	✓ 1460	Murderation / routine notices (Reply sent IAC on 4/8/55)	
2/1/55	✓ 1475	"Subject" Option on all messages (Reply sent IAC 3/2/55)	
2/1/55	✓ 1462	Card board portfolios for overnight storage Reply sent IAC 2/9-55	
2/9/55	✓ 1497	Stitching records (Reply sent IAC 6/3/55)	
2/17/55	✓ 1522	Perforate Form No. 33-20 (sent [redacted] on 2/18/55)	
2/17/55	✓ 1520	Copy of [redacted] on 3-18-55 (sent [redacted] on 2/23/55)	

STAT

STAT

Ref. No. *Subject and Signature* Chgd to STAT

~~✓ 12/55 1426~~ Autograph copy paper
~~(attach sent 1/25/55) reply sent~~
~~✓ 12/55 1428~~ Stocking of shell fasteners
~~(reply sent 1/25/55)~~
~~✓ 17/55 1440~~ Punching of letters & colored
~~stamps~~
~~(sent 1/24/55)~~

1/26/55 ✓ 1467 Narrow rulings on Chorthand Pa
 (Reply sent 1/26/55)

1/26/55 ✓ 1466 Standard size for all Govt. dispatch
 (sent 1/26/55)

2 ✓ 309 (Interim, reply sent 1/27)

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300070003-7
 ✓ 1465 Type punch number on
 chetacts

STAT

Fed.	No.	Subject & Disposition	RETURN TO
8/27/54	1162	Use of Weiss Photo at RC (Turned over to Commo for comment in Rep)	
8/27/54	1163	Use of ditto masters with smudge proof ebony carbon Centrum report sent IAC on 11/4/54	
8/30	643	Magic Copy Paper (sent 9/2/54)	
8/31	1169	Make-up Changes in Forms No. 0 59-34 and 59-42	
A/1	1170	Adoption of Form "Work Order Request (Rtd IAC 9/28/54 to be handled by sent IAC 9/27/54)	
A/2	1171	Approved For Release 2005/11/21 : CIA-RDP70-00211R000300070003-7	

FILED

RETURN TO

RECORD

STAT

Fed.	No.	Subject	Charged to:
5-19-54	840	std. Sac to 54 - comments on cover sheet.	
5-20-54	905	Letter Rize Oakes std. Sac 5-24-54 - retyped from [redacted] comments	
5-21-54	946	reproduction / Substitution Field in [redacted] 5-13-54	
6-1-54	960	Lettered	
	964	From 64 (std. Sac on 6-14-54)	

STAT

STAT

STAT Chgd. to

Red.	No.	Subject and Description
✓ 2	979	Signature Marker Sent SAC 9/8/54
✓ 10/54	1096	Check Calendars [redacted] sent SAC 9/27 reply sent IAC 11/22/54
✓ 9/13/54	889	Repository for documents for employees going overseas Ret'd. SAC on 9/24/54
✓ 9/13/54	1191	V M Envelopes Sent SAC 9/15/54
✓ 5	944	Serial number system on memoranda (sent [redacted] 9/15/54)
✓ 2	1157	Chain envelopes
11/10/54	1110	Rpt. of Separation form

Recd.

No.

Subject: *Disposition*

Charged to

STAT

9/29/54

1218

Proposed revision in form used in search procedure.

STAT

10/1/54

1234

per [redacted] 10/18 "L" on 10/1/54. Handling of NIS at Center. Reply sent thru [redacted] 12/1/54.

STAT

✓?

1155

Chg. in Reppo. Reg. Form 36-2. Sent LAC 10/8/54

10/19/54

1233

Abstracts of CS DBs or 701s - into form [redacted]

STAT

10/20/54

1275

Signature Reference & other kinds of tabs punched in for [redacted] inserted.

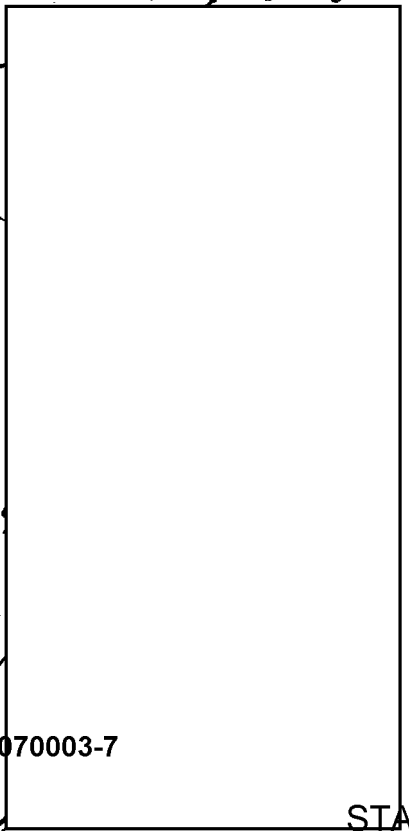
Rcd. No. *Supervisor's Prop* Chgd. to.

?	929	Farm 70-82 made into pad. (Intermediate Sgt. sent	
✓	1102	Purchase of chain grow. (string)	
	1171	Answered & forwarded to Security for their indicators on CS reports bearing critical Security Otagup	
9/16/54	1193	Get SAC to be handled by FI 9/28/54 (over sheets sent SAC 9/28/54)	
9/22/54	690	Replace document receipt with 13 M Card "ack"	

ST (admin) 10/

STAT

Rcd. No. Subject & Disposition
 6-30-54 1008 revision / chg-out card-RT
 sent IAC on 7-20-54
 7-6-54 1033
 sent P & R Div. 7-7-54
 7-12-54 1056 Carbonless paper
 std. IAC 7-13-54
 7-20-54 1068 Revision of Form 51-28 & 51-2
 Interim rpt. sent 11/30/54.
 8-5-54 1093 Name & Cpt No. on
 memo. Ret'd IAC 10/12/54
 8-24-54 1107 Miscellaneous Operations
 sent [redacted] 9-8-54



STAT

STAT

✓	1292	(Sent IAC 10/25/54)	
✓ 10/25/54	1166	Carrier Receipt Control (3pt)	
✓ 11/2	1270	Reply sent IAC on 11-4-54 Increasing Adding Machine and Typewriter Ribbon Life (Sent IAC 11/2/54)	
✓ 11/2	1275	Punched & reversible Cards. Reference Tabs (Reply sent IAC on 11-4-54)	
✓ 11/2	1286	Epo Backing Sheet (Reply sent IAC on 11-4-54)	
✓ 11/54	1338	Approved For Release 2005/11/21 : CIA-RDP70-00214R000300070003-7 (Sent [redacted] for Reply 11/54)	

STAT

Ref.	No.	Subject	Charged to
11/12/54	1303	Ob Order Form (Interim reply sent 1/27)	brought fund
11/15/54	922	Paych Receipt (rt'd. from Sec. off)	brought fund
✓ 11/18/54	1038	Indicating on file copies clarity of outgoing corres	
✓ 11/16/54	1050	(Final reply sent IAC 1/25/55) Center on rpt. sent IAC 1/19 Payroll Chg. notices (reply sent IAC 1/18/54)	
✓ 11/19/54	1357	Letter Stacked in Letter and Legal	

Rcd.	No.	Subject	Charged to:
✓	799	NCR paper (rtd. SAC 4-23-54)	
✓ 4/5/54	817	Manifold, intx - leaved dispatch form. (sent ss/p admin. 5/5/54)	
✓ 4/29/54	897	Form 51-10 (sent SAC 5/6/54)	
✓ 4/29/54	779	Security Protector (sent SAC on 5/5/54)	
✓ 5/17/54	922	Redesign of pouch rcp. (Preliminary memo sent up in tickler sent 5/12/54 for concurrence)	

<i>Recd.</i>	<i>No.</i>	<i>Subject & Disposition</i>	<i>Ch. to.</i>
✓ 1/22/54	1358	Short Form 6 & Repts (reply sent IAC on 12/15/54)	
✓ 1/23/54	1361	Undated folders (reply sent IAC on 12/21/54)	
✓ 1/8/54	1386	Form 51-28 & 51-29 Informal note re delay sent 12/10/54 reply sent IAC 1/10/54	
12/13/54	1387	NIS Control Record Form	
12/14/54	✓ 1017	Pre-punching of Standard (reply sent IAC 12/14/54)	
✓ 12/16/54	1406	Sales (spacing of space) (reply sent IAC 12/23/54)	

Rcd.	No.	Subject & Disposition	Charged to:	STAT
✓ 6-4-54	957	Form 35-91 with reply from [redacted] (std. SAC on 6-22-54)	[redacted]	STAT
✓ 6-7-54	986	Paper & erasers (std. SAC on 6-25-54)		
✓ 6-21-54	990	Logging system in Commo (std. SAC on 6-23-54)		
✓ 6-23-54	965	Staff Duty Check List Form Reply Int. Chief, SO 8/16/54		
✓ 6-29-54	1018	Courtesy Copies & Correction		
	1020	Type for repro. by Photo [redacted] [redacted]	[redacted]	
		Photo [redacted] [redacted] #1018 to SAC 7/15/54		STAT